**Team agreement**

Team members often have different views on how the joint work is to be carried out. Such differences may be a source of disagreement and of suboptimal project performance, as expectations and personal ambitions may mismatch. It is frequently helpful to start the project by clarifying in an agreement your external conflicts, personal ambitions, etc to the other team members. This document is a template for such an agreement. You may modify it if you wish.

This team agreement is to be submitted as part of Release R1, R2, and R3. Changes (if any) in the agreement and ambition levels should be highlighted. If there are no changes, still submit the agreement in all releases.

Team member personal data

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| NAME | PHONE | E-MAIL | OTHER INFO (e.g. how to reach me?) |
| Mola Ayenew | +460790229956 | gusayenmo@student.gu.se | Discord: **Mol A**#0189 |
| Tommy Ernsund |  | gusernto@student.gu.se | Discord: **tommy**#6932 |
| Pouya Faramarzi | +46 735592401 | pouyaf@student.chalmers.se | Discord: **kingSphinx1**#4584 |
| Wei Guo | +86 18920698328 | gwei@student.chalmers.se | In China, Discord: **Wei**#0175 |
| Sisi Lai | +8618150364534 | lsisi@student.chalmers.se | In China, Discord: **Sisi Lai**#9357 |
| Abhinav Prasad | +91 9821233891 | guspraab@student.gu.se | Discord: **Dasi**#6107 |

**Rules for cooperation**

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| **Item** | **How will you handle this?** |
| **Meetings** e.g.  *Time and place* (how often will you meet?)  *Procedures* (how will you organise the meetings?)  *Presence at meetings* (are all meetings compulsory?)  *Missing meetings* (what’s the procedure if you have to miss a meeting for some reason?)  *Late arrival* (is it ok to be late? If so, how late?) | At least 2x/week, more if needed.  Sisi & Wei : +6h CET  Presence is compulsory at all meetings.  Give proper reasoning. Need to compensate for missed time and make sure he/she reads all the chat logs, posted updates, and task assignments to stay in loop.  No, a maximum of 5 min late arrival is considered acceptable. Refer to last answer if later. |
| **Division and execution of work** e.g.  *Areas of responsibilities* (how will you divide up the work?)  *Deadlines* (how will you ensure that you meet deadlines?)  *Internal quality assurance* (do you plan to check each others contributions?) | Divide based on skill level and convenience. Tasks will be listed at first where group members are each allowed to cherry pick what suits their expertise and interest the best. After that, tasks will be assigned based on different factors such as: weight of task, the already assigned workload, team member availability, etc, etc. References to individual SWOT analysis are made throughout both phases.  Regular reminders every meeting of overall deadlines. We set goals, minor tasks, larger tasks, and internal deadlines towards those goals to stay focused.  Make comments for revision. Never change or rewrite someone else’s work, unless it’s for grammar purposes or it’s a majority group decision, as it might undermine someone else’s contribution. |
| **Team decisions** e.g.  How will these be made? Majority? Consensus? | Majority voting at meetings. On split decisions we will consult with the supervisor to reach a decision. |
| **Handling of documents and files**  e.g.  How, who?  Versions (how will you keep track of these?)  Other tools to use? | GitLab (Sisi uploads), Overleaf (Pouya manages).  To separate the versions, the final edit of each version will be saved in a pdf format and uploaded on gitlab. |
| **Attitudes**  *Working together* (how will we behave towards each other?)  *Active contribution* (how will we ensure this takes place?)  *Languages* (which languages are acceptable? When?) | Objectively, working together towards the goal of passing the course with 5’s.  Give tasks and goals beginning of the week, get updates on these tasks every mid-week meeting (ask if anyone needs help or is confused), and finally set internal deadlines of these tasks and goals.  Only English. |
| **Remote work**  *Regular coordination meetings* (how triggered, which media?)  *Informal collaboration* (how to ask for help / how to provide help, trigger, media?)  *Informal coordination* (how to keep track about who is doing what, how to resolve dependencies?)  *Finalizing and submitting releases R1-R3* (how triggered, which media?) | Combination of Discord and Slack.  Slack and Discord. Impromptu meetings, with no mandatory attendance, on Discord to discuss various topics and get help.  Communication through discord and slack, contact at any time.  By using a priority list of tasks we can solve dependencies. Everybody has a list of tasks and the priority of which it has to be completed in, puts the focus in the right place. We are also using Asana, a web application that allows us to organize, track, and manage each other’s tasks and work by creating task categories such as: “to do”, “in progress”, “need help”, “needs reviewing”, “done”, etc., where the tasks can be grouped under. Tommy manages the Asana workspace.  Everybody will read through the documents and accept the final edition before submission.  Pouya and Abhinav make the final read-throughs to correct eventual grammar mistakes and Pouya submits the releases through canvas. |
| **Other?** |  |

**Ambition**

Decide on a couple of sentences about your common goal for this work. Mention something about the project but also about the report.

Our common goal is to pass the course with high grades and submit a system as well as reports we are proud of. We expect a concrete understanding of requirement engineering through real world project scenarios and we hope this course will enable us to optimally apply them in the aforementioned scenarios. As a possible future goal we hope to be able to integrate our system for student housing with student housing companies such as SGS.

What is your **personal** level of ambition for this project? Here we recommend that you also discuss the individual course load for each team member and times when a team member may be less available.

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| Name | Moderate / high / very high | Courses or any other conflicts during project |
| Mola Ayenew | High | DIT891 |
| Tommy Ernsund | Moderate | DAT385/TIA248 |
| Pouya Faramarzi | Very high | DAT321/DIT847 |
| Wei Guo | High | DAT321/DIT847 |
| Sisi Lai | Moderate | DAT321/DIT847, Sunday Swedish |
| Abhinav Prasad | Moderate | DAT385/ TIA248 |

Signatures from all group members:

T.E P.F A.P S.L W.G M.A

Date : 10/3/2020